

CONGRATULATIONS... (IF) SRTS IS COMING TO YOUR COMMUNITY...



...WHAT NOW?

OVERVIEW OF SRTS PROCESS

- Official Letter of Award, sent by SRTS Coord.
- Notification by IDOT via e-mail
- Conference Call
- Make sure your project is in Transportation Improvement Plan (TIP) for your area.
- YOU contact IDOT to begin process
 - Infrastructure: Contact your local District Engineer
 - Non-Infrastructure: Contact Megan Holt Swanson

OVERVIEW OF SRTS PROCESS

- You will follow procedures specific to your type of project – making an agreement with IDOT
 - The agreement signed and dated by IDOT is referred to as the Notice to Proceed
- Do not spend any funds before you have Notice to Proceed
- Funds spent before Notice to Proceed will NOT be reimbursed

OVERVIEW OF SRTS PROCESS

- You have one year from the date of the Letter of Award to execute your agreement with IDOT
 - If you have not entered into an agreement by that date, your award will be rescinded and the money put back into the SRTS “pot”
- All projects have a sunset
 - Infrastructure sunsets 3 years after your Notice to Proceed date
 - Non-Infrastructure sunsets 1 year after the Notice to Proceed date
- All projects are required to provide pre and post project data.
 - Parent Attitudes
 - Student Travel Tally

OVERVIEW OF SRTS PROCESS: INFRASTRUCTURE

Step 1: Consultant Selection

Step 9: Local Agency Agreement

Step 2: Scoping Meeting

Step 10: Letting

Step 3: Consultant Negotiation

Step 11: Preconstruction Meeting

Step 4: Engineering Agreement

Step 12: Construction

Step 5: Pre-Project Evaluation

Step 13: Construction
Documentation & Project Close-
Out

Step 6: Preliminary Engineering

Step 7: Plans

Step 14: Post-Project Evaluation

Step 8: Construction
Engineering Agreement

*See FAQ on IDOT SRTS Website – “What happens after I win a SRTS award for Infrastructure (Engineering) for more details.

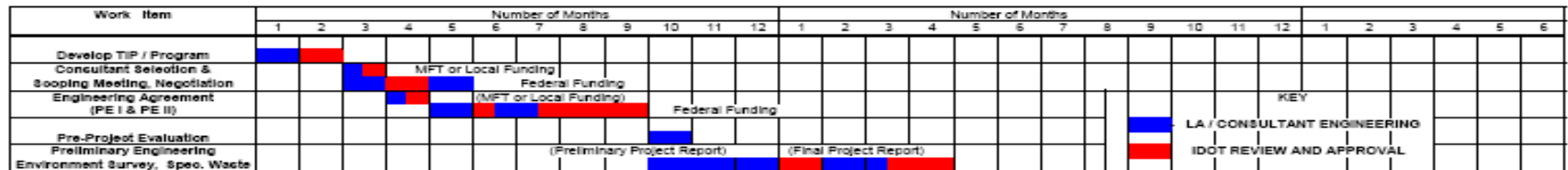


OVERVIEW OF SRTS PROCESS: INFRASTRUCTURE

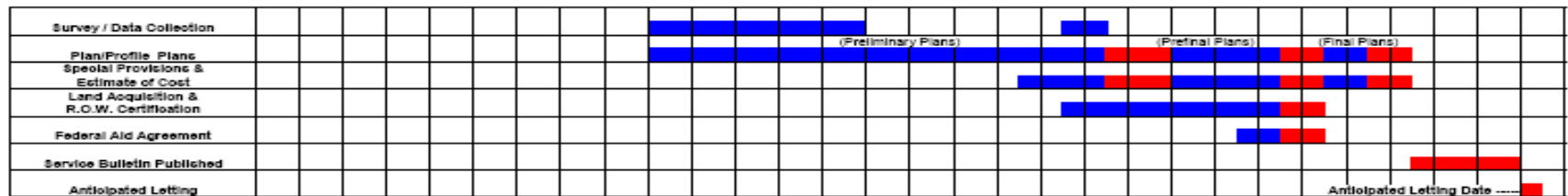
Typical Progress Schedule (Federal Projects)

Safe Route To Schools
Infrastructure Projects Involving Sidewalks, Traffic Signals, etc.

Preliminary Engineering (Phase I)



Design Engineering (Phase II)



OVERVIEW OF SRTS PROCESS: NON-INFRASTRUCTURE

- You contact Megan Holt Swanson at IDOT SRTS
- She will walk you through the process of creating the contract scope and budget
- She will review your information and forward it to the Bureau of Business Services (BoBS)
- They will create the agreement and send you the contract to sign
- You send it back (signed) to BoBS

OVERVIEW OF SRTS PROCESS: NON-INFRASTRUCTURE

- BoBS forwards it to IDOT Legal and IDOT SRTS
 - Legal reviews contract
 - SRTS Coordinator sends contract and form for federal authorization at Federal Highways Administration
- Once the contract has been approved by IDOT Legal and the federal authorization approved, the contract is submitted to the Secretary's Office.
- Contract signed by the Secretary of IDOT
- This date is the official date of "Notice to Proceed".
- Executed contract returned to sponsor. Project begins!

Questions?

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